

**C-O-N-F-I-D-E-N-T-I-A-L**

(CLASSIFICATION)

65-1930

**OFFICE OF THE DIRECTOR**

In reply refer to  
Action Memorandum No. **A-451**

Date **9 APR 1965**

**TO :**  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
Director, Budget, Program Analysis and Manpower  
General Counsel  
Inspector General

**SUBJECT :** External Requests for Agency Speakers

**REFERENCE:**

1. Headquarters Regulation [ ] assigns to the Director of Training the responsibility of scheduling qualified Agency speakers in response to invitations to provide guest lecturers at U. S. Government institutions. Recently there was an inadvertent departure from the provisions of the regulation and consequent embarrassment to the Agency.

2. Effective immediately, the Chiefs of all CIA components concerned will ensure that all requests for Agency speakers at U. S. Government institutions are referred to [ ] Chief of the Intelligence School, Office of Training, Room 711, 1000 N. Glebe Road.

3. Requests for Agency speakers for non-U. S. Government institutions and groups shall follow the same referral procedure except when such requests are handled by the Office of the Director of Central Intelligence.

(signed) Lyman B. Kirkpatrick  
**Lyman B. Kirkpatrick**  
Executive Director

**Distribution:**

**cc: Director of Training**

Orig - DD/I

1 - Each following adse

1 - DD/S (w/h)

✓ - ER

1 - LBK Action Memo File

**SUSPENSE DATE:**

CONCUR:

*8 Apr 65*  
Date

[ ]

25X1

**L. K. White**  
Deputy Director  
for Support

**C-O-N-F-I-D-E-N-T-I-A-L**

(CLASSIFICATION)

**A  
C  
T  
I  
O  
N**

**M  
E  
M  
O  
R  
A  
N  
D  
U  
M**

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/> UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	
		<input type="checkbox"/> SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E12 Hqs (signed)	Lyman B. Kirkpatrick	
2	ER		
3			
4			
5			
6			
<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT		<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Kirk:

Attached is a draft Action Memorandum which I discussed with you last week. It is intended to ensure that all requests for Agency employees to speak at outside institutions are referred to the Chief of the Intelligence School.

  
LKW

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7D18 Hqs	